

## Amended Complaint

**STEP 1** Select **Adversary** from the *Main Menu*. Click the **Amended/Counter/Cross/Other Complaints** hypertext link.



**STEP 2** The **Case Number** screen displays.

A screenshot of the 'Case Number' screen. It has a grey header with the text 'Case Number'. Below the header is a text input field containing the text '03-2046'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

- ◆ **Case Number** - type the case number in YY-NNNN
- ◆ Click **Next** to continue.

**STEP 3** The following box appears:

- ◆ Click on **Amended Complaint**.
- ◆ Click on the **Next** button.

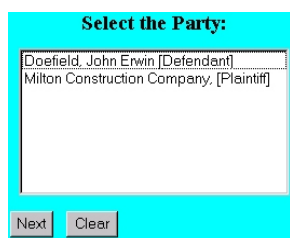
A screenshot of a selection box titled 'Amended Complaint'. The box has a black border and contains a list of options: 'Complaint', 'Counterclaim', 'Crossclaim', and 'Third-Party Complaint'. The 'Amended Complaint' option at the top is highlighted with a white mouse cursor icon pointing at it. At the bottom of the box are two buttons: 'Next' and 'Clear'.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.

A screenshot of the 'Joint filing with other attorney(s)' prompt. It features a small square checkbox followed by the text 'Joint filing with other attorney(s)'. Below this are two buttons: 'Next' and 'Clear'.

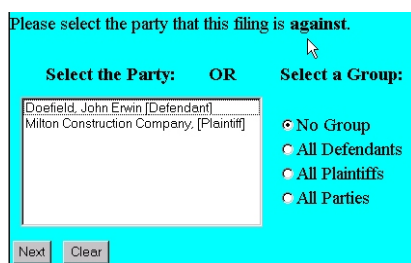
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party:** screen displays.



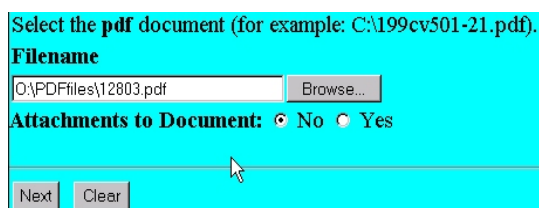
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the Party this filing is against** screen displays.



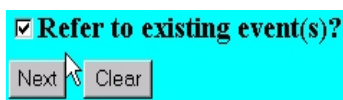
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 7** The **Select the pdf document** screen appears.



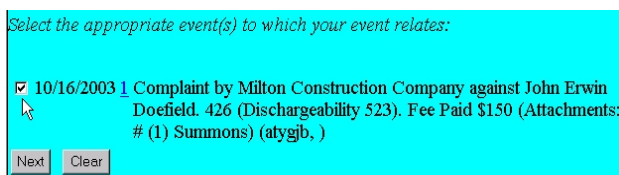
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach an exhibit, appendix or other document:
  - ▶ Click on the radio button next to '**Yes.**'
  - ▶ Click on the **Next** button and follow the screens.
- ◆ If no attachments, click on the **Next** button.

**STEP 8** The **Refer to existing event(s)** screen displays.



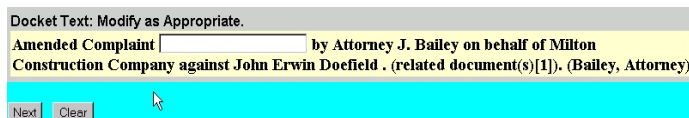
- ◆ Click in the box, then click on the **Next** button.

**STEP 9** The **Select the appropriate event(s)** screen displays.



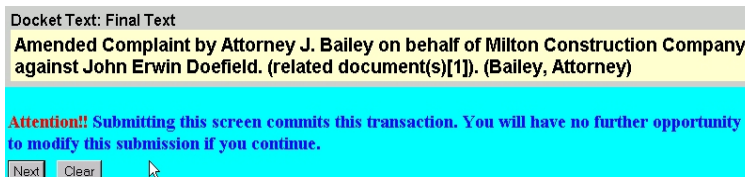
- ◆ Click in the box to the left of the appropriate event.
- ◆ Click on the **Next** button.

**STEP 10** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

**STEP 11** The **Docket Text: Final Text** screen displays.



- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 8/3/2004 at 10:16 AM EDT and filed on 8/3/2004

**Case Name:** Milton Construction Company v. Doefield

**Case Number:** [2:03-ap-02046](#)

**Document Number:** [18](#)

**Docket Text:**  
Amended Complaint by Attorney J. Bailey on behalf of Milton Construction Company against John Erwin Doefield. (related document (s))[1]. (Bailey, Attorney)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\12803.pdf

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=8/3/2004] [FileNumber=14429-0] [ 290fa1b04ef4aa2564f8efa122f3f7ac10671455f6fcae874fe7778c45e3bb96b70b33 88e884bafa8c9a0c45cfl1205122efdf3db714b1d4f2a52a91700b0039]]

**2:03-ap-02046 Notice will be electronically mailed to:**

(Name of Attorney) ,

**2:03-ap-02046 Notice will not be electronically mailed to:**

Attorney J. Bailey